



## SPRING 2020 RESOURCES: NAVIGATING ONLINE LEARNING

Your Instructor:

Instructor's Email:

Recurring Class Meeting Day/Time:

Recurring Zoom Class Link:

Instructor's Zoom Office Hours Time:

Instructor's Zoom Office Hours Link:



To add UW IT to  
your contacts:

Point your phone  
camera at this code.  
Select the *Add To  
Contacts* pop-up.

To go directly to  
the UW IT site:

Point your phone  
camera at this code. Se-  
lect the pop-up: *Open  
itconnect.uw.edu*



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NOTE: This is not intended as a comprehensive list. For more resources, visit The English Department Resources in Times of need webpage. It is linked **HERE**, the below QR code, and is at:

[english.washington.edu/resources-times-need](https://english.washington.edu/resources-times-need)



For **FULL**  
**Resources Page:**

Point your camera phone at this code. Click the link that pops up at the top of your screen.

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## SO, WE'RE ONLINE?

### PARTICIPATION

If at all possible, set aside 1-2 hours without interruption during the time you would have had class. Dedicate this time to focusing on meetings and Zoom classes. The tutors in RESOURCES offer Virtual Time Management coaching to assist you in this transition.

### CANVAS

Familiarize yourself **HERE** with Canvas, where instructors host Zoom meetings, post announcements, run online discussions, etc.. If you have a smartphone, download the Canvas App (free) and turn on notifications to stay aware of course changes. Learn **HERE** how to submit assignments on Canvas.

### MOBILE, LAPTOPS, & WEBCAMS

You can read **HERE** about the basic browser requirements to run Canvas; read **HERE** about the basic laptop requirements to run Canvas; read **HERE** about the basic functions in Canvas available in the app if you are without a laptop. Email your instructor the first week of class if you do not have access to any of these three options and have not had success after visiting the below resources page for acquiring technology and/or receiving online support.

### G SUITE & MICROSOFT OFFICE

Set up your Google UW, or G Suite account **HERE**. Many instructors use G Suite as much, if not more than, Canvas, Zoom, and Panopto. The UW also offers the Microsoft 365 Pro suite at no cost (valued over \$300) for faculty and students. Expect to create and share Word Documents, Powerpoints, and related files from Microsoft Office 365 office. Installation and how-to is linked **HERE**.

### TIME ZONE

If you are not in Pacific Standard Time, communicate this as early to your professor as possible. Help them remember by changing your time zone in Canvas settings (how-to is **HERE**). TIP: ask the instructor who is in your time zone. The instructor can connect you as a Canvas group for support.

### EMAIL & NETIQUETTE

Check your UW email twice a day and plan ahead for Online Discussions. Netiquette Pointers:

- **Use your @uw.edu email.** It is possible it will otherwise be filtered as spam or simply not go through. This is also where instructors can email you.
- **Use this NETIQUETTE GUIDE** for both Online Discussion Boards and Emails.
- **Responses may take 24 hours+** as we all make this transition. Time questions accordings.
- **Introduce your name and course number.** If possible, include your course section.
- **First, ask yourself these questions (below).** Your instructors themselves are also experimenting with and adapting to online. These checkpoints ensure quick, helpful answers:
  - \* *Have I checked the Syllabus?*
  - \* *Have I asked a classmate?*
  - \* *Would UW IT or resources on the Student Resources page more likely know?*

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## ONLINE RESOURCES

### CLUE

This is a great Online Tutoring program. They have unique hours – as late as midnight – and are available online Spring 2020, making them ideal for those with a packed schedule. Find them **HERE**.

### ODEGAARD WRITING CENTER

You are strongly encouraged to make virtual appointments with The Writing Center Tutors and Consultants for each of your assignments. Schedule your online appointments **HERE**.

### ONLINE TUTORING

Free, Instructional Center Tutors are available Monday - Thursday, 9:00am - 8:00pm and Friday 9:00 - 5:00pm Pacific Time. More **HERE**.

### ACADEMIC SUCCESS: COACHES & GUIDES

Schedule online appointments with Academic Success Coaches or browse topics like time management and effective reading in Online Learning Workshops and Guides. For scheduling a personal, ONLINE ACADEMIC COACH, VISIT **HERE**. For browsing videos, support forums, and guides for succeeding Spring 2020 online, VISIT ACADEMIC SUPPORT **HERE**.

### FREE TECHNOLOGY RENTALS

As of March 27, 2020, the Student Technology Loan Program is still active. Using **THE LINK HERE AND ABOVE**, you can navigate the live inventory.

### ONLINE LEARNING FAQ & RESOURCE PAGE

This page **HERE** is an up-to-date homebase for student questions about moving online during COVID-19 and the Spring 2020 Quarter online. It includes links to relevant online resources and responds to student concerns.

### COUNSELING, ADVISING, FIUTS, FOOD ACCESS, & Q CENTER

UW Counseling Center workshops include a wide range of issues including study skills, thinking about coming out, international students and culture shock, and much more online **HERE**. For Academic Advising while the UW is operating online, you can visit online advising **HERE**. The Q Center is closed during Spring 2020, but continues to offer gender, sex, and sexuality support and advocacy through online community forums **HERE**. FIUTS, a nonprofit for both International and Undocumented Students, is offering virtual support **HERE**. Finally, Any Hungry Husky Food Pantry, at the time of this writing (March 27, 2020), is open **HERE**.

### HEALTH & WELLNESS SUPPORT

In addition to the above resources, UW LiveWell provides support, advocacy, consultation, and education that range from Peer Health Advisors, Alcohol & Drug Consultation and Education, Suicide Intervention, Sexual Assault, Relationship Violence, and Stalking and Harassment Advocacy. Visit **HERE** for more on their remote support Spring 2020.



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## ZOOM



### GETTING SET UP

The UW provides FREE Zoom Pro memberships for all students and faculty. Zoom is a video and presentation meeting tool available on Mobile or Laptop Devices. Below are links to getting set up. When in doubt: scan the above QR code to access **WASHINGTON.ZOOM.US** or use the UW IT Links on the front page of this kit to get tech support. Click **HERE** for online Zoom workshops; click **HERE** or below image for help signing in; click **HERE** for video tutorials.

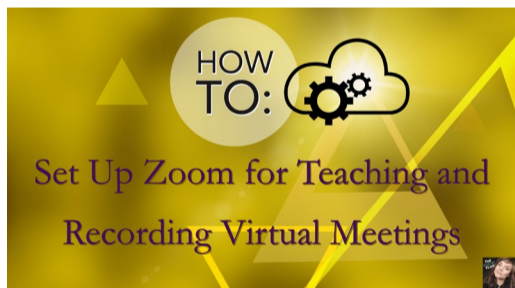
SIGN IN TO UW ZOOM



### HOW DO I JOIN A MEETING? & FAQ

Click **HERE** for the UW IT Join Zoom Meetings Tutorial, or, once you've set up Zoom, just click the meeting URL. More questions? Click **HERE** for the full, interactive FAQ page curated by UW IT. If you have access to YouTube, click **HERE** for a playlist of Zoom Tutorials. For non-video how-to versions, click the links under each image below.

### THE BASICS: TUTORIALS



This video walks through getting started & Zoom Settings for Online Class. Text-based how-to **HERE**.



Learn webcam etiquette for job interviews, meetings, etc. & is low-cost. Text-based how-to **HERE**.



These settings optimize virtual powerpoint & whiteboard presentations. Text-based how-to **HERE**.

### RECORDING & SHARING: TUTORIALS



You can share Zoom video, audio, transcripts, & chat with a Zoom Cloud Link. Text-based how-to **HERE**.



You can share Zoom content directly from your course Canvas shell. Text-based UW how-to **HERE**.



Trouble uploading? Save, edit, & upload Zoom files by following these steps. Text-based how-to **HERE**.